

Regulation on Admission to Later Stages of Study at the Baltic International Academy

*Issued in accordance with
Article 47 of the Law on Higher Education Institutions and
Cabinet of Ministers Regulations No. 932 of 16.11.2004
"Procedure for Admission to Later Stages of Study"*

1. GENERAL PROVISIONS

1.1. The **Regulation on Admission to Later Stages of Study** at the Baltic International Academy (hereinafter referred to as the "Regulation") establishes the procedures for admission to later stages of study in study programs at the Baltic International Academy (hereinafter referred to as "BSA").

1.2. Admission to later stages of study at BSA is available to individuals who have completed, in accordance with applicable legal provisions, a licensed or accredited higher education program or part thereof:

1.2.1. by transferring from another higher education institution to the same or lower-level BSA study program;

1.2.2. by switching to a different BSA study program at the same or lower level;

1.2.3. by resuming studies after a break (exmatriculation);

1.2.4. by continuing studies in a different program at the same level after obtaining a degree or professional qualification.

1.3. Admission to later stages of study is also available to individuals whose knowledge, skills, and competencies acquired through non-formal education or professional experience have been formally recognized, or whose previously achieved study outcomes have been acknowledged.

1.4. Completion of part of a study program must be certified by an academic transcript issued by a university or college.

1.5. Completion of a study program must be certified by an educational qualification document and its appendix issued by a university or college.

1.6. Individuals exmatriculated from BSA may be admitted to later stages of study only if they have settled their financial obligations with BSA

1.7. Admission to later stages of study at BSA is available only in study programs of the same or lower level. After completing first-level (short-cycle) professional higher education, individuals may continue in a bachelor's degree program or a second-level professional higher education program at BSA.

2. APPLICATION PROCEDURE

2.1. Individuals wishing to begin studies at later stages must submit the following documents to the responsible person of the BSA Admissions Committee:

2.1.1. an application for admission to later stages (Appendix No. 1);

2.1.2. an academic transcript issued by a higher education institution confirming the completion of a study program or part thereof;

2.1.3. copies of documents certifying previous education and their appendices, with originals for verification;

2.1.4. a decision recognizing knowledge, skills, and competencies acquired through non-formal education or professional experience, or previously achieved study outcomes;

- 2.1.5. a document issued by an international testing institution (e.g., TOEFL, IELTS, Cambridge English Exams, etc.) certifying at least B2-level proficiency in the language of instruction if required by the relevant BSA program admission criteria;
- 2.1.6. a copy of an identity document, with the original for verification;
- 2.1.7. documentation verifying a name change, if applicable, with a notarized translation if the original is not in Latvian or English.
- 2.2. The BSA Admissions Committee verifies the completeness of submitted copies, ensures they match the originals, and confirms payment with a receipt.
- 2.3. The BSA Admissions Committee provides assistance in case of uncertainties during the application process.
- 2.4. Applications and accompanying documents, in paper or electronic format, are registered and stored in the Study Department. Each applicant is assigned a personal file.
- 2.5. Documents submitted by the applicant are forwarded to the relevant study program director within two working days.

3. DECISION-MAKING PROCEDURE

- 3.1. The program director reviews the applicant's previously completed courses within seven working days, assessing which courses may be credited.
- 3.2. The program director evaluates:
 - 3.2.1. previously completed courses in terms of content and credit volume;
 - 3.2.2. recognized learning outcomes from non-formal education or professional experience in comparison to the corresponding parts of the BSA program.
- 3.3. Courses are credited if the credit volume matches or exceeds that of the corresponding BSA courses. Decisions are documented in a comparison protocol (Appendix No. 2), which specifies the semester of continuation, with the following conditions:
 - 3.3.1. additional courses required post-enrollment must not exceed 20 credits;
 - 3.3.2. total annual credit volume, including additional courses, must not exceed 40 credits.
- 3.4. Comparison is not conducted if admission is based solely on recognition of prior learning or competencies.
- 3.5. The comparison protocol is supplemented with an individualized study plan (Appendix No. 3), detailing additional courses, credits, and deadlines.
- 3.6. The program director forwards the protocol and study plan to the Admissions Committee, which updates the student's file and sends the applicant:
 - 3.6.1. a draft study contract;
 - 3.6.2. the comparison protocol;
 - 3.6.3. the individualized study plan.
- 3.7. After signing the study contract, the BSA Rector or an authorized person issues an order for the applicant's matriculation and study continuation, registered in accordance with internal procedures.
- 3.8. The program director monitors adherence to the individualized plan at the end of the academic year.

4. FINAL PROVISIONS

- 4.1. Documents related to matriculation and individualized study progress are stored in the student's personal file.

Appendix No. 1

To the Regulation on Admission to Later Stages of Study
at the Baltic International Academy

BSA Study Program: _____
(Program Title)

(Director's Name, Surname)

APPLICATION for Admission to Later Stages of Study

1. Name, Surname: _____
2. Personal Code: _____
3. Study program to continue at a later stage:

4. Previous education (per the admission requirements of the program):

5. Academic transcript copy from _____
(Name of the educational institution)

6. Applicant's Contact Information:

Phone: _____ Email: _____

Postal Address: _____

I confirm the accuracy of the provided information.

Date: _____ Signature: _____

BALTIC INTERNATIONAL ACADEMY
COMPARISON PROTOCOL No. _____/

Transferable Credits (KP): _____
Transferable ECTS: _____

Applicant Information:

Name, Surname	
Personal Code/Student ID No.	
Study Program Title	
Course (per transfer)	
Semester (per transfer)	
Documents forming the basis for credit transfer (full document title, number, and issue date)	
Mode of study: Day/Evening	
Full-time/Part-time	
Duration of Stud	
Language	
Location of Study	
Source document	

Course, semester¹

Nr.	BSA Course Title	CP	KP (per transf.)	ECTS (per transf.)	Exam Type	Grade	Source Document & Line	Notes (Transferable/Not Transferable)
1.								
2.								
3.								
	Total:							

Ieteicu imatrikulēt augstāk norādītajā kursā un semestrī atbilstoši pārskaitīšanai.

Recommendation: Matriculate into the course/semester indicated above.

Date: _____ Program Director's Signature: _____
(Name, Surname)

¹ The semester of each course must be completed, according to the study plan

INDIVIDUAL STUDY PLAN

Name, Surname, Personal Code: _____

Study Program: _____

No	Study Course	CP	Control Type (Exam/Defense)	Lecturer Name	Completion Timeline
1.	2.	3.	4.	5	6
Study year Completion Timeline (From - To) ___ Course ___ semester					
1	Study Course Name		<i>test/exam/ defending</i>		
2		
			Total		